



Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2011

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning



Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2011



Wisconsin Department of Public Instruction
Tony Evers, State Superintendent
Madison, Wisconsin

This publication is available from:

Terrie Howe, LSTA Program Coordinator
Division for Libraries, Technology, and Community Learning
(608)266-2413 or email: teresa.howe@dpi.wi.gov

Wisconsin Department of Public Instruction
125 S. Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841
Fax: (608) 267-9207

Web Address
<http://dpi.wi.gov/pld/pdf/guide11.pdf>

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

This publication (product) was supported by the Library Services and Technology Act funds, awarded to the DPI by the Federal Institute of Museum and Library Services (IMLS).



Table of Contents

Introduction	6
Purposes of LSTA	6
LSTA Advisory Committee	7
Preliminary Budget 2011	8
Schedule for 2011	8
Consultation	9
Need to Know	9-11
a. Acknowledgement of the Institute of Museum and Library Services (IMLS)	
b. Allowable Uses of LSTA Funds	
c. Budget Changes	
d. Computer Purchases with LSTA Funds	
e. Distribution of funds by Library Systems	
f. Evaluations	
g. Grant Changes	
h. Marketing with LSTA Funds	
i. Refreshments, Gifts & Toys	
j. Sanctions	
Division for Libraries, Technology & Community Learning (DLTCL) Projects	12-13
LSTA Competitive/Non-Competitive Grant Categories 2011	14-20
Grant Process and Procedures	21-22
Policy on Conflict of Interest	23
LSTA Comment and Complaint Procedure	23
LSTA Application Form	24-31
LSTA Reviewer Rating Form	32-35
LSTA Six-Month Evaluation Form	36
LSTA Final Evaluation Form	37-38

Introduction

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2011* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2011, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY 97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.

Purposes of LSTA

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The LSTA purposes as revised in September 2003 (PL 108-81) are:

- *Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages*
- *Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks*
- *Providing electronic and other linkages among and between all types of libraries*
- *Developing public and private partnerships with other agencies and community-based organizations*
- *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.*

[Table of Contents](#)

LSTA Advisory Committee

Members of the Library Services and Technology Act (LSTA) Advisory Committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the development of the long-range plan for LSTA; establishment of the annual grant criteria, priorities, and categories; grant applications and grant awards; and evaluation of the LSTA grant program.

Term Ending 12/31/2010	Term Ending 12/31/2011	Term Ending 12/31/2012
Becki George Media Specialist Rice Lake Middle School 204 Cameron Road Rice Lake, WI 54868 715/234-8156 x 2046 georgeb@ricelake.k12.wi.us	Dee Barabe Learning Resource Technician Wisconsin Indianhead Technical College 2100 Beaser Ashland, WI 54806 715/274-2303 Dee.Barabe@witc.edu	Jeff Dawson, Director Lester Public Library 1001 Adams St. Two Rivers, WI 54241 jdawson@esls.lib.wi.us 920/ 793-7104
Joan Johnson Assistant Director Milwaukee Public Library 814 W. Wisconsin Avenue Milwaukee, WI 53233-2385 414/286-3025 jrjohns@milwaukee.gov	Pat Chevis Past WLA President & Library Director 2914 Arbor Drive Madison, WI 53711 608/238-9513 pchevis@gmail.com	Teri Iverson, ITSS Director CESA #3 1300 Industrial Drive Fennimore, WI 53809 608/822-3276 tiverson@cesa3.k12.wi.us
Deborah Kabler Director Barneveld Public Library 107 W. Orbison Street Barneveld, WI 53507-0092 608/924-3711 dkabler@swls.org	Garrett Erickson Support Services Manager Marathon County Public Library 300 North First Street Wausau, WI 54403 715/261-7270 Garrett.Erickson@mail.co.marathon.wi.us	Leah Langby Development & Youth Coordinator Indianhead Library System 1538 Truax Boulevard Eau Claire, WI 54703 715/839-5082 langby@ifls.lib.wi.us
Tasha Saecker Director Elisha D. Smith Public Library 440 First Street Menasha, WI 54952-3191 920/967-3661 tasha@menashalibrary.org	Patricia Laughlin, Director Hales Corners Library 5885 South 116th Street Hales Corners, WI 53130 414/529-6150 ext. 20 Pat.Laughlin@mcfls.org	Steven Platteter Technology Coordinator Mid-Wisconsin Library System 112 Clinton St. Horicon, WI 53032 920/485-0833 sepp@mwfls.org
Michael Sheehan Assistant Director Northern Waters Library Service 3200 Lakeshore Drive E. Ashland, WI 54806-2510 715/682-2365 msheehan@nwls.lib.wi.us	Lynn Stainbrook, Director Brown County Library 515 Pine Street Green Bay, WI 54301 920/448-4400 ext. 351 stainbrook_lm@co.brown.wi.us	Robert Stack, Director Portage County Public Library 1001 Main Street Stevens Point, WI 54481 715/346-1548 Bob.Stack@uwsp.edu

[Table of Contents](#)

Preliminary Budget 2011*

The amount of LSTA funds estimated to be available for LSTA projects January through December 2011 is:

FY 2011 Estimate			
Appropriation	\$	3,174,392	
Carryover	\$	125,000	
Total	\$	3,374,392	

	Preliminary Amounts		Preliminary Amount
A. Technology		B. Special Needs	
Broadband Upgrade Grant*	\$ 15,500	Literacy	\$ 100,000
Resources for Libraries & Lifelong Lrn	\$ 759,050	Job Search & Employment Support	\$ 192,067
WISCAT	\$ 569,250	Accessibility – Public Library Systems	\$ 125,000
Library Improvement	\$ 126,300	Learning Express Database (Yr #2)	\$ 103,750
Library System Technology	\$ 350,000	Subtotal	\$ 520,817
Digitization-Local Resources	\$ 30,000		
Digitization-Large Libraries	\$ 25,000	C. Library Improvement	
Virtual Reference	\$ 85,600	Library Improvement	\$ 350,900
Delivery Projects	\$ 90,000	Communication and Planning	\$ 20,000
Joining Shared Automated Systems*	\$ 70,000	School Media Staffing Summit	\$ 35,000
Enhancing Use of Technology*	\$ 100,000	Multi-type Library Collaboration	\$ 15,000
Statewide Library Access	\$ 15,000	Subtotal	\$ 420,900
		D. LSTA Administration	
		LSTA Administration	\$ 126,975
Subtotal	\$2,235,700	Subtotal	\$ 126,975

The grant categories and the dollar amounts may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made. New categories are noted by an asterisk ().*

Schedule for 2011

April 20-21, 2010	LSTA Advisory Committee recommends grant categories/budget for 2011
June 2010	Grant information to potential applicants
June 2010	Information sessions on the LSTA grant program for 2011
September 10, 2010	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 10, 2010. (Only online applications are acceptable.)
September 2010	Grant application reviewer pool selected
September 2010	Reviewers trained and applications distributed
October 2010	Reviewer reports due
November 16-17, 2010	LSTA Advisory Committee meeting to consider grant applications
December 2010	Grant award announcements
December 2010	Grant application appeals filed (within 30 days of notification)
January 2011	Projects begin
July 16, 2011	Six-month evaluations due
December 30, 2011	End of 2011 project year
February 15, 2012	Final evaluations due, all claims submitted and projects closed

[Table of Contents](#)

Consultation

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Terrie Howe, LSTA program coordinator.

Grant Category	Contact Person	Telephone	Email
Technology Projects	Bob Bocher	(608) 266-2127	robert.bocher@dpi.wi.gov
Digitization / Virtual Reference	Sally Drew	(608) 224-6161	sally.drew@dpi.wi.gov
Special Needs Projects	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.wi.gov
General / Multi-type	Terrie Howe	(608) 266-2413	teresa.howe@dpi.wi.gov

The grant categories and the dollar amounts listed below may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each year. There are competitive and non-competitive grant categories. If a category is listed as non-competitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding. [Table of Contents](#)

Need to Know

Acknowledgment of IMLS

Grant recipients (library systems and member libraries) are required to acknowledge the Institute of Museum and Library Services (IMLS). All products, regardless of format or method of distribution and including Internet web sites, which are created totally or in part under an LSTA grant, should include the following acknowledgement:

"This publication (product) was supported by (or "in part by") Library Services and Technology Act (LSTA) funds, awarded to the Wisconsin Department of Public Instruction by the Federal Institute of Museum and Library Services."

In addition, flyers and other announcements of library programs and services should carry an acknowledgement such as the following:

"Supported by (or "in part by") Federal Library Services and Technology Act funds, awarded to the DPI by the Federal Institute of Museum and Library Services." Logos may be located here: <http://www.imls.gov/recipients/acknowledgement.shtm>.

Allowable uses of LSTA funds:

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks
- Providing electronic and other linkages among and between all types of libraries
- Developing public and private partnerships with other agencies and community-based organizations
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

Computer Purchases with LSTA Funds

LSTA funds used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet must comply with the Children's Internet Protection Act (CIPA), passed in December 2000. The Act mandates the use of Internet filters in libraries. This includes the purchase of computers for job resource centers (For CIPA compliance information, see the division's CIPA FAQ at <http://dpi.wi.gov/pld/cipafaq.html>. The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.)

Distribution of funds by library systems

Allocating funds to member libraries or partnering agencies in special needs and system technology projects requires greater documentation in the LSTA application and final evaluation. The federal government requires accountability in the distribution of funds. Library system staffs, as grant administrators, need to provide information to system member libraries about their responsibility in agreeing to accept funds. (See Administration of Grants) The Institute of Museum and Library Services (IMLS) requires that each recipient of funds must describe the impact of the federal funds on its community. Each library or organization that receives and spends LSTA money must report on the use and outcomes of the LSTA fund expenditures.

Grant and Budget Changes

Changes to an approved grant budget need DLTC approval. The **LSTA Budget Revision Request form** must be completed. Visit the following website <http://www.dpi.wi.gov/forms/doc/f2443.doc> and complete the form. Your original budget detail needs to be included as well as requested changes with an explanation of the reasons for the revisions. If you are not sure whether a cost is permitted, please ask a DLTC consultant before spending the money. Costs will be reviewed for allowable expenses under federal laws and regulations.

Six-Month and Final Grant Evaluations are required.

See attached forms for information that must be reported.

Marketing/Public Relations

LSTA funds may NOT be used for marketing and public relations of general library services – marketing and public relations must be specifically related to the grant project and its outcomes. According to the Code of Federal Regulations (CFR) allowable public relations costs (marketing) might include:

- Costs specifically required by the grant award for a specific LSTA grant project.
- Typically, allowable public relations costs are specific expenses involved in a project to inform the public or the press about specific LSTA grant projects.
- Public relations costs, such as brochures and bookmarks, charged to an LSTA project to carry out that specific project would be allowable. However, a general message such as "libraries are good places and deserve to exist" would be considered unallowable.

Unallowable Advertising and Public Relations Costs

Costs of meetings, conventions, convocations, or other events related to other non LSTA grant activities of the organization (including the costs of displays, demonstrations, exhibits, meeting rooms, hospitality suites, other special facilities used in connection with special events, and salaries and wages of employees engaged in setting up exhibits and providing briefings); costs of promotional items and memorabilia including models, gifts, and souvenirs; and costs of advertising and public relations designed solely to promote the a library or library system.

Typically, allowable public relations costs are specific expenses involved in a project to inform the public or the press about specific LSTA grant projects. Public relations costs, such as brochures and bookmarks, charged to an LSTA project to carry out that specific project would be allowable. However, a general message such as "libraries are good places and deserve to exist" would be considered unallowable.

Refreshments, Gifts, Toys

According to federal guidelines, LSTA funds may only be used for refreshments if they are obtained in conjunction with training to achieve one of the LSTA purposes. In most cases, however, it is best to use local funds for food

expenses. IMLS has stated that refreshments cannot be used for entertainment purposes. Performance costs may be reimbursed with LSTA funds only if the performance is primarily for educational purposes and is necessary as part of the outreach effort.

LSTA funds cannot be used to pay for toys/gifts or other promotional items unless “...items are more educational and informational in nature than promotional.” It is recommended that libraries partner with businesses and organizations to cover the cost of promotional material.

Sanctions

If a grant recipient materially fails to comply with the terms and conditions of an LSTA award, whether stated in a federal statute, regulation, assurances, application, certification, or notice of grant award, the Division for Libraries, Technology and Community Learning (DLTCL) may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold grant funds pending correction of the deficiency by the recipient
- Disallow use of funds for all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate grant awards
- Require the immediate return of LSTA funds to DPI
- Withhold future grant awards
- Suspend or reduce future grant awards
- Pursue other remedies that may be legally available

Failure to properly complete the six-month and the final evaluation and close out a grant in a timely manner may result in sanctions.

Special Conditions: The recipient must provide written documentation that shows that any special conditions of the award have been met. Failure to meet any of the General and Special Conditions, unless specifically waived in writing by either the LSTA Program Coordinator or Director of Library Development prior to termination of the grant will result in the disallowance of all award expenditures and the return of all federal funds to DPI.

Also, See “Grant Process and Procedure” section and “Certification” section of the application form.

[Table of Contents](#)

DLTCL- Technology Projects

Library Improvement

Noncompetitive; Estimated Total Expenditures: \$126,300
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds in this category are used to support the Public Library Technology Consultant position. This amount includes funding of a statewide meeting of public library system technology liaisons, and continuing education opportunities for the consultant. This position provides statewide leadership for the implementation of technology in public libraries, provides support for LSTA library technology grant applications and projects, and serves as the liaison to the federal e rate telecommunications program and the Broadband program for Wisconsin public libraries and schools. It also coordinates the implementation of the Bill and Melinda Gates Foundation public library grant program in Wisconsin.

Resources for Libraries and Lifelong Learning (RL&LL)

Noncompetitive; Estimated Total Expenditures: \$759,050
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to support statewide technology programs and development of automated systems for interlibrary loan, reference request referral, virtual reference services, BadgerLink, the Wisconsin Document Depository Program and Wisconsin Digital Archive, and Resources for Libraries and Lifelong Learning (RL&LL) technical infrastructure.

Statewide Library Access

Noncompetitive; Estimated Total Expenditures: \$15,000
Eligible Applicant: Division for Libraries, Technology and Community Learning

A statewide library access advisory committee was appointed with representation from the Council on Library and Network Advisory Committee (COLAND). George Watson (UW Madison) was hired as facilitator.

The Division would continue the statewide library access planning project begun in 2010 and monitor the implementation progress of a voluntary program.

Specific outcomes from the 2011 planning project would include:

Continued work on 2010 tasks as appropriate

Continued monitoring of implementation progress for voluntary program

Continued solicitation of pilot projects if appropriate

Develop concept papers related to technical options

Develop potential plan for an authentication structure based on state and local automation

2011 Costs

Funds will pay for travel and meeting expenses, facilitator expenses, and contract services and pilot program costs as determined.

Virtual Reference Service

Noncompetitive; Estimated Total Expenditures: \$85,600
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used for a statewide contract for 24/7 coverage for virtual reference services in conjunction with the statewide AskAway which involves a partnership with Wisconsin libraries and other libraries throughout the nation. Resources for Libraries and Lifelong Learning (RL&LL) staff will consult with libraries on contributing staff time to AskAway and on protocols and using the AskAway logo regardless of whether the library contributes staff hours directly to the AskAway service.

WISCAT

Noncompetitive; Estimated Total Expenditures: \$569,250
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to subsidize the cost of the WISCAT program. Funds will be allocated for staff, vendor contract costs, and other related costs. Some revenue for the project is anticipated from licensing library staff access to the products at \$200 per license.

DLTCL - Library Improvement Projects

State Library Agency Projects

Noncompetitive; Estimated Total Expenditures: \$350,900

The Public Library Development Team provides leadership, assistance, planning, coordination, and funding for the improvement of public libraries and public library systems in Wisconsin. Funds are used for the Director of the Public Library Development Team as well as the Public Library Youth and Special Services consultant positions. The latter position provides leadership for the improvement of public library services for youth and populations with special needs. Funds also pay for the Public library data collection position.

Funding provides for administrative and coordination costs of the statewide summer library program, and for support of statewide annual meetings of system staff, including the system directors, special needs consultants, youth services consultants, and continuing education consultants. LSTA provides funding for continuing education opportunities for public library development team staff.

School Library Media Summit

Noncompetitive; Estimated Total Expenditures: \$35,000
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: The Council on Library and Network Development (COLAND) recommended a statewide visioning/strategic planning summit to address the ongoing issues related to staffing school library media centers with certified teacher librarians/library media specialists. The planning summit was held in 2010. In 2011 LSTA funds are designated to implement the collaborative ventures between the Division, COLAND and the State Superintendent of Public Instruction.

DLTCL - LSTA Administration

LSTA Administration

Noncompetitive; Estimated Total Expenditures: \$126,975
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the DLTCL to administer the LSTA program in accordance with federal regulations. The administration funds will support LSTA Advisory Committee meetings, the grant review and award process, administration of grant program records and fiscal records, LSTA program coordination, federal reporting, and publication of information on the grant program and projects.

[Table of Contents](#)

LSTA Competitive & Non Competitive Grant Categories 2011

Technology

Broadband Upgrade Grants*

Noncompetitive; Estimated Total Expenditures: \$15,500
Eligible Applicants: Public library systems for their member libraries

Purpose: Financial assistance for member libraries obtaining fiber for high speed Internet access through the state's federal broadband grant. This assistance will provide for and extra wiring and possibly pay for other expenses incurred as part of the fiber broadband connection.

Delivery Services

Noncompetitive; Estimated Total Expenditures: \$90,000
Eligible Applicants: Northern Waters Library Service (NWLS); South Central Library System (SCLS)

Purpose: \$15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in system delivery and the cost of connecting to the statewide delivery backbone network. \$75,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

Digitization – Local Resources

Competitive; Estimated Total Expenditures: \$30,000
Eligible Applicants: Public libraries, public library systems, and state government agencies. First time applicants are encouraged. If applicants have submitted an application in the past, they are required to list new and repeat participants in the application.

Purpose: This category will allow public library systems, libraries, and state government agencies to digitize historical resources that may be unique or of local interest. It is anticipated that the Division will award 7 8 grants. Public library systems may submit grants that incorporate materials selected from more than one library, and system staff is encouraged to assist libraries in the process of selecting materials and development of metadata.

Applicants awarded grants will be required to work with the Division and University of Wisconsin Digital Collections Center (UWDCC – <http://digicoll.library.wisc.edu/WI/>) which will be responsible for scanning materials, creating metadata for text based materials, formatting information for web display, and hosting the web site. Digitized materials will be placed on the web site as part of the UW Madison Libraries' State of Wisconsin Collection. Libraries and state government agencies will also receive high resolution copies for local use as a part of the project.

Libraries and state government agencies can apply for grants that are between \$2,000 (minimum) and \$5,000 (maximum) to pay for the costs associated with the work done by UW Madison Libraries. Depending on what kinds of materials are being digitized, the cost could vary from \$.75 \$3.50 per image. An LSTA information session will be held for potential applicants during the grant submission timeframe to better understand how much time applicants will need to commit to the project. Training will be provided each applicant awarded a grant at a January meeting in Madison.

Grant applicants need to know the type, size, and amount of material to be digitized (book pages, photographs, postcards, newspaper clippings, pamphlets, etc.) **before speaking to the UWDCC**. Contact Sally Drew at the Resources for Libraries and Lifelong Learning (RL&LL 608-224- 6161) for assistance in choosing appropriate material for digitization. Once material has been chosen, the person submitting a digitization grant application **must** contact Vicki Tobias (vtobias@library.wisc.edu) at the UWDCC (608) 265 6381, to develop a more accurate budget for the application. ***UWDCC cost estimates must be included in the grant proposal.***

There is no specific matching fund requirement. However, applicants are expected to document in their application that they can supply sufficient staff hours to attend training, select materials that have no copyright restrictions, develop metadata (descriptions of material to be digitized) with guidance from the UWDC, and publicize the project to their community's residents. Grantees will need to supply a single bibliographic or catalog record for books (local histories, plan maps, city directories).

Digitization – Large Library Resources

Competitive; Estimated Total Expenditures \$25,000

Eligible Applicants: Public libraries with a population over 100,000

Purpose: This category will allow large public libraries to digitize historical resources that may be unique or of state or local interest. Applicants may work with the Division and University of Wisconsin Digital Collections Center (UWDC – <http://digicoll.library.wisc.edu/WI/>) or may manage their own digitization processes and provision of access. If projects are locally managed, funds may be used for scanning equipment, software, or staffing. Collections maintained locally must accommodate the standards necessary for harvesting metadata about the material by the Wisconsin Heritage Online (WHO) gateway. The LSTA cost may not exceed the cost of working with UWDC of \$.75 to \$3.50 per image depending on the type of material being digitized. The project must demonstrate the ability of the library to sustain web access to digitized images and to continue to utilize the equipment and software purchased for ongoing operations. The maximum cost for each institution applying for a grant shall be \$15,000.

Enhancing Use of Technology in Libraries and Library Systems

Competitive; Estimated Total Expenditures \$100,000

Eligible Applicants: Public library systems, Public libraries

Purpose: Funds will assist public library systems and public libraries in enhancing library services to patrons through the use of technology.

Criteria and Eligibility: Only one grant can be submitted per library or library system. Library systems can submit a grant to either (1) enhance a shared integrated library system (ILS), or (2) enhance other member library services through the use of technology. The LSTA funds requested cannot exceed \$15,000 for a system grant or \$5,000 for an individual library grant.

Use of Funds: (1) For systems that manage a shared integrated library system (ILS): Grant funds may be used for new/upgraded hardware and software modules that offer substantially new or enhanced features that improve services to patrons. (2) For systems or individual libraries: Grant funds can be used to implement a new technology or enhance an existing technology to improve services to patrons. Staffing costs, grants that primarily benefit staff, and ongoing costs associated with the proposed project are not eligible for funding.

Joining Shared Integrated Library Systems

Noncompetitive; Estimated Total Expenditures: \$ 70,000

Eligible Applicants: Public library systems

Purpose: Funds will assist public library systems in adding libraries to existing shared systems. This category is not expected to be funded beyond 2011.

Criteria and Eligibility: Only one grant can be submitted per library system, and the LSTA funds requested cannot exceed \$50,000. For libraries with a service area population below 20,000, a maximum of \$15,000 per library can be requested. For libraries with a service area population over 20,000, a maximum of \$20,000 can be requested. Service area population is from the 2009 Wisconsin Library Service Record.

Use of Funds: Grant funds may be used for hardware, software, telecommunications, data conversion/preparation, membership fees, and system or network upgrades specifically needed to support adding libraries to an existing integrated system (e.g., server upgrade, more software licenses). Staffing costs are not eligible for

funding. Libraries participating in a system grant must have at least one computer workstation that is adapted for use by patrons with disabilities.

Grant Priority: If the funds requested exceed the funds available, priority will be given to grants that serve the largest service area population(s) of all libraries to be added to the shared system.

Public Library System Technology Projects

Noncompetitive; Estimated Total Expenditures:

\$350,000

Eligible Applicants: Public library systems

Purpose: Funds will assist public library systems in meeting the technology needs of their system and member libraries. The funds will be distributed to the systems using a formula with a base allocation of \$2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). Based on this formula the funding allocation to public library systems for this category is as follows:

Arrowhead	\$9,600	Mid-Wisconsin	\$17,500	Southwest	\$14,100
Eastern Shores	\$11,300	Milwaukee	\$36,500	Waukesha	\$17,400
Indianhead	\$34,100	Nicolet	\$28,600	Winding Rivers	\$22,600
Kenosha	\$8,900	Northern Waters	\$24,100	Winnefox	\$19,100
Lakeshores	\$14,500	Outagamie Waupaca	\$13,800	Wisconsin Valley	\$27,300
Manitowoc	\$8,500	South Central	\$42,100		

Library systems must complete an application form in sufficient detail for division staff to make certain the funds are spent in accordance with the criteria listed for the categories below. Library systems must address how and to what extent they involved their member libraries in developing the system's application.

Some possible uses of the funds in this category:

- data lines or increasing bandwidth on BadgerNet or other networks
- direct Internet connections (requires compliance with CIPA)
- joining shared integrated library systems
- enhancing shared integrated library systems
- experimentation with electronic books
- adaptive devices and information and training in using those devices
- staff and patron training related to using technology dependent services and programs
- technology consulting and troubleshooting services for member libraries
- system and library digitization projects
- virtual reference service
- distance education equipment
- online databases (see condition below)
- web development or maintenance
- system WAN upgrades or library LAN upgrades
- other innovative uses of technology

Projects that involve video gaming are not allowed in this category.

Funding online databases: Using LSTA funds to pay for access to online databases is eligible only if the database(s) do not substantially overlap with content available via BadgerLink. Systems applying in this area must provide specific information that indicates there is very little or no overlap. The cost of the databases must also be clearly indicated in the budget area of the grant.

The projects in this category must be consistent with the Wisconsin Library Technology Strategic Plan and the system technology plans.

Special Needs

Accessibility in Public Libraries

Competitive; Estimated Total Expenditures:

\$125,000

Eligible Applicants: Public Libraries and Public Library Systems. Public libraries and library systems can submit joint grants with other public libraries and systems.

Purpose: To promote and demonstrate the role public libraries play in meeting the informational needs of people with disabilities. Funds will be used to assist member library patrons with purchasing and installing the technology and other adaptive equipment needed to increase accessibility for people of all ages who have mental health issues (i.e. autism, etc.) mobility, vision, and/or hearing disabilities, and to provide member librarians with the training to use the equipment effectively. System continuation projects are allowed.

General Requirements: The projects must be consistent with the DLTCL publications, *Wisconsin Adults with Special Needs: A Resource and Planning Guide* and/or *Wisconsin Youth with Special Needs: A Resource and Planning Guide*, which serve as the Division's strategic plan for people with special needs. All participating in this category are expected to provide any training needed for staff. Collaboration and appropriate marketing are important to all projects. *Involving member libraries in the planning process is important for system projects.*

Grant Funds May be Used to:

- Purchase equipment, software, or technologies directly related to enhancing the accessibility of public library buildings, services and resources for people who have mobility, hearing, or vision limitations or disabilities.
- Systems may choose to select one product or service to place in all libraries that need them or to address several needs at the same time. Selecting one disability area is strongly encouraged to simplify the administration of the project.
- Computer workstation accommodations (no laptops) might include:
 - trackballs or other alternate input devices
 - 19 inch or larger monitors
 - keyboard cords longer than 72 inches
 - adapted keyboards (ex: oversized keys, Braille keys, color coded keys)
 - scanners
 - headsets
 - accessible workstation carts or tables
 - specialized software that enlarges text (ex: Window Eyes) or that enlarges and reads text (ex: ZoomText)
- Accommodations for people with mobility limitations might include wheelchairs, wheeled walkers with seats, and/or shopping carts.
- Accommodations for people with a vision loss or who are blind might include hand magnifiers, magnifying pens, portable full spectrum lighting, portable scanners, and stand alone scanner readers (ex: Kurzweil).
- Accommodations for people with a hearing loss or who are deaf might include portable individual sound amplifier devices, telephones with amplified sound capability, microphone and/or sound system, installation of a sound loop system in a public meeting room, purchase of TTY/TTD, and specialized voice recognition software that translates spoken word to written text (ex: Dragon Naturally Speaking).
- Other technologies or services that advance the purpose of the category are allowed.
- Funds may be used to retrofit an existing door at a public entrance with an electronic door opener for a maximum of \$2500 per library, if:
 - Neither the existing door nor the door frame is replaced.
 - the entrance is otherwise accessible and no barriers exist to prevent someone in a wheelchair from moving from the parking lot or street to the entrance door, as verified by the system
 - the door has never had an electronic opener
 - the library has not received LSTA funding in the past to retrofit a door

- the funds do not offset new building or remodeling construction costs
- the library building or last remodeling project is at least five years old

JOBS—Searching, Training & Support

Competitive; Estimated Total Expenditures:

\$192,067

Eligible Applicants: Public libraries and library systems. Public libraries and library systems can submit joint grants with other public libraries and systems. Maximum grant is \$20,000. Preference is given to applicants serving areas with higher than average unemployment rates.

Purpose: Assist the public library community in responding to the economic situation that has affected families and individuals across the state. Applicants will use the funding to serve people who are unemployed, underemployed, and/or seeking to improve their job skills. The intent of this funding is to facilitate and encourage libraries to collaborate with local, regional, and state agencies that are already working to help the targeted population. Applicants must identify collaborating partners at the system and/or local levels. Continuation projects are allowed.

General Requirements: The projects must be consistent with the DLTCL publications, *Wisconsin Adults with Special Needs: A Resource and Planning Guide* and/or *Wisconsin Youth with Special Needs: A Resource and Planning Guide*, which serve as the Division's strategic plan for people with special needs. All participating in this category are expected to provide any training needed for staff to use the equipment. Collaboration and appropriate marketing are important to all projects involving member libraries in the planning process is important for system projects.

Grant funds may be used to:

- Provide training for librarians on how best to serve the targeted population.
- Purchase resume and job hunting strategy materials, in the context of a larger outreach effort (i.e. LearningExpress, WinWay, Optimal Resume)
- Create job centers within libraries with resources to help job seekers.
- Offer introductory computer instruction or Internet use/online job searching for workers who have not used computers before or advanced computer classes to help workers improve their skills. Classes can be adapted for non English speakers or people with disabilities.
- Purchase up to one computer workstation or laptop computer, and job software, per library for in house use to which jobseekers will have priority, if this was not part of a previous LSTA project.
- Purchase a mobile computer lab including a wireless printer.
- Cover costs of a staff person, who is not currently working full time, to coordinate efforts or teach related computer classes, etc., by adding hours or working under a limited term contract. The LSTA funding of a library trainer or costs of a trainer must not supplant local funds.
- Collaborate with the Division of Workforce Development, high schools, technical colleges, or other local employment agencies to provide job information sessions.
- Offer services such as free resume writing assistance, resume reviews, interview practice, and help with completing job applications for adults and teens, or for seniors returning to the workforce.
- Help libraries develop web site pages on job searching.
- Allow libraries to have a presence at, or to host, job fairs.
- Host displaced worker discussion and support groups in collaboration with employment support agencies.
- Host sessions offering families tips for coping in economic hard times. This may include separate activities for children during the adult meeting.
- Cover the cost of printing and mailing information about the library's job and employment resources and programs.
- Provide up to \$500 per library to cover the costs to install public WiFi access, in the context of a larger project involving employment service agencies
- Fund other activities that address the general purpose of this category.

Literacy

Competitive; Estimated Total Expenditures:

\$100,000

Eligible Applicants: Public libraries, public library systems, correctional libraries. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background.

General Requirements: The projects must be consistent with the DLTCL publications, *Wisconsin Adults with Special Needs: A Resource and Planning Guide* and/or *Wisconsin Youth with Special Needs: A Resource and Planning Guide*, which serve as the Division's strategic plan for people with special needs. All participating in this category are expected to provide any training needed for staff. Collaboration and appropriate marketing are important to all projects. Involving member libraries in the planning process is important for system projects.

- LSTA funds may be used for staff costs, but cannot be used to supplant local or system funds.
- Book giveaways are discouraged because they are rarely sustainable.
- Projects must involve other organizations and institutions that promote literacy in the planning, implementation and evaluation of the project. All literacy projects must include a marketing plan that targets people who do not use print, do not read well or speak English.
- This category is not a general collection development or standards category. Book and audio combinations, videos and software for people with learning or other disabilities or who are learning English are allowed.

Grant Funds May be Used to:

- Initiate projects aimed for at risk teens who are in alternative high school programs, group homes, detention facilities, jails or prisons, or adults in jails or prisons that are in need of literacy services. Middle and high school students who are struggling with literacy skills in regular programs are also eligible.
- Initiate projects for families or individuals who use English as their second language.
- Initiate outreach services at a location other than a library in collaboration with agencies already working with the targeted children or adults. (Day care centers, schools especially special education classes, camps for children with special needs, literacy providers).
- Promote early literacy by targeting children under the age of five. The project can target group of parents who—are teens, use a language other than English in their homes, live in poverty, are incarcerated; or target day care providers who care for the children of these targeted parent groups, or grandparents raising their grandchildren. Funds can be used to purchase specialized furniture, play equipment, and resources designed specifically for use by children under the age of three. Projects that promote early math and science literacy skills are encouraged.
- Projects targeting populations who have literacy needs, for whom health literacy is a specific concern.
- Other projects that advance the purpose of this category.

Learning Express Database

\$ 103,750

DLTCL plans to use LSTA funds to contract for a statewide license for Learning Express Library from January 1, 2011 to June 30, 2011, pending necessary approvals.

Learning Express Library is designed to help people succeed on the tests they must pass to gain citizenship, improve their testing skills or to further their education or career. Over 300 online academic and licensing practice tests including SAT, ACT, GRE, LSAT, Advanced Placement, civil service, military, real estate, law enforcement, citizenship, TOEFL, ESL and basic skills for elementary, middle and high school skills improvement and much more. Test preparation materials span ages from elementary through adult. This testing resource also provides instant scoring and customized feedback.

Library Improvement

Multi-type Library Collaboration

Competitive; Estimated total expenditure

\$15,000

Eligible Applicants: Public, School, Academic Libraries or Regional agencies. All projects must involve more than one type of library or state agency. Application limit is \$5,000 per project.

Purpose: Demonstrate collaboration between multi type libraries in communities or regions to enhance local/regional library services for library patrons. Projects must result in one or more of the following opportunities: develop strategies for local/regional residents to access previously unavailable resources, establish shared collections, and provide onsite use and circulation of materials to Wisconsin card holders of other libraries of any type.

Eligible use of funds includes the following:

Meeting and communication expenses for:

- Planning meetings or collaboration summits of people from different types of libraries or levels of government to develop strategies for collaborative activities, such as resource sharing, onsite access and circulation, sharing of staff expertise, identifying career resources or services available, or addressing 21st century skills.
- Pilot a project or implementation project costs for developed collaboration strategies such as development of a regional access card or of a lost materials fund.
- Design and production of a web based portal to promote unique resources or regional resource sharing among all types of libraries.
- Developing physical delivery mechanisms for libraries not on the statewide delivery network or electronic delivery mechanisms among different types of libraries.

[Table of Contents](#)

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2011* are found on the DPI Public Library Development website listed under LSTA (<http://dpi.wi.gov/pld/lsta.html>). Eligible organizations are listed with each grant category. Some LSTA categories are restricted to certain libraries or organizations. Applicants must use the LSTA online application form that will be available on the DPI website.

B. Review Process and Procedures

Noncompetitive Grants:

1. Division for Libraries, Technology, and Community Learning staff and others review all noncompetitive grant applications to ensure compliance with application requirements (September).
2. Division staff sends sections of the grant applications and other information to the LSTA Advisory Committee (October).
3. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses noncompetitive grant applications and makes recommendations to the DLTCL (November).
4. Division staff review the LSTA Advisory Committee recommendations and contact applicants when necessary (November).
5. Division staff prepares grant award information for review by the state superintendent (November).

Competitive Grants:

1. Grant reviewers are appointed by Division for Libraries, Technology, and Community Learning staff and provided training in grant review procedures (August–September).
2. Division staff review competitive grant applications to ensure compliance with selected application requirements (September).
3. Grant reviewers, working independently, complete a criteria rating form for each of the grant applications. (September–October)
4. Division staff consolidates ranking points from individual grant reviewers and send this information, sections of the grant applications and other information to the LSTA Advisory Committee (September–October).
5. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses competitive grant applications and reviewer rankings and makes recommendations to the DLTCL (November).
6. Division staff review the LSTA Advisory Committee recommendations and contact grant applicants when necessary (November).
7. Division staff prepares grant award information for review by the state superintendent (November).

C. Award Process and Procedures

1. The state superintendent reviews and makes a final determination in regard to all grant applications, both noncompetitive and competitive (November–December).
2. The state superintendent notifies all applicants, LSTA Advisory Committee members, and grant reviewers of final grant decisions (November–December). This may occur later IF the U.S. Congress has not appropriated funds.
3. In order to be considered eligible recipients of LSTA funds, public library systems must be in compliance with statutory requirements, and public libraries must be in compliance with system membership requirements. LSTA funds will not be awarded if these requirements are not met. Temporary failure to have a properly certified library director will not disqualify a library from receiving an LSTA grant award so long as the library board is actively involved in the recruitment process for a new director who meets the requirements for certification in Wisconsin.

- D. Appeal Process and Procedures for Unfunded LSTA Grants
1. Applicants will have an opportunity to appeal decisions.
 2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
 3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.
 4. No later than 10 days after the hearing, the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.
 5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes/regulations that govern the LSTA program, the Department of Public Instruction shall rescind its action.
- E. Administration of Grants
- Organizations administering grants have the following responsibilities:
1. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. Public libraries must deposit LSTA funds with their municipalities. Municipalities make authorized payments. No funds can be designated for "Administrative Retention," "Administrative Overhead," "indirect costs" or similar purposes.
 2. Implement the project as outlined in the proposal, or request (in writing) a change in the project. Requests for changes must be approved in writing by the division administrator or designee. Any change to be made in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing and approved by the DLTC prior to making the change. All final changes for 2011 projects must be made before December 3, 2011.
 3. Expend funds only as allowed by applicable federal laws and regulations, including 2 CFR 220, 225 and 230.
 4. Use proper accounting procedures. A grant recipient expending \$500,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A 133 (Audits of State, Local Governments, and Non Profit Organizations).
 5. Fill out regular expenditure reports to claim funds. Advance payments, based on valid reported encumbrances, are authorized under the LSTA program. However, federal regulations require grant recipients to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement. When cash payments total approximately 80% of an approved budget, remaining payments will revert to a reimbursement basis.
 6. Fill out six month and one year evaluation forms for the project. Copies of these forms are included in this document.
 7. Disseminate information about the project, crediting the use of LSTA funds to DPI and IMLS.
 8. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
 9. No person shall, on the grounds of sex, race, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
 10. Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.
 11. If copyrightable material is developed in the course of an LSTA project, the U.S. Institute of Museum and Library Services and the Department of Public Instruction shall have a royalty free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

[Table of Contents](#)

Policy on Conflict of Interest

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee and grant reviewers.

The members of the LSTA Advisory Committee and LSTA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as the person who submits the grant or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- The establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member.
- Any action in which the individual is or might be a direct financial beneficiary.

An individual may not serve as a reviewer of:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- Any grant application if the individual would be a direct financial beneficiary.

The determination whether or not a conflict of interest exists shall be made by the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee.

LSTA Comment/Complaint Procedure

Comments and complaints or questions about the LSTA program received by the Division for Libraries, Technology and Community Learning (DLTCL) will be forwarded to the LSTA Program Coordinator. The LSTA Program Coordinator will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

"Received" means comments made in person at workshops or conferences, phone calls or email messages to the LSTA Coordinator. The DLTCL will accept complaints or questions from any Wisconsin resident or member of the Wisconsin library community.

If the person asking the question or making the comment or complaint is not satisfied with the information provided by the LSTA Program Coordinator, the question or complaint will be sent to the Administrator of the DLTCL. The Administrator of the DLTCL will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

The Administrator of the DLTCL is the person of last resort for questions or complaints about the state LSTA program.

[Table of Contents](#)



Library Services and Technology Act (LSTA) Application 2011

PII 2440-A

Due Date: September 10, 2010, 4:30 p.m.

Instructions

Complete all sections of this online grant application form and submit by due date above. All applications must be submitted online. The link to the online form will be available by July 10, 2010 and will be linked at <http://dpi.wi.gov/pld/lsta.html> and announced in Channel Weekly and WISPUBLIB. You may use the following pages to collect data and prepare for the online form. Narrative portions can be written in word processing software and pasted into the form; however, if you are using special formatting it may not transfer.

A. Next button

Scroll down each page/section to click on the **Next** button. This will take you to the next page or section of the application.

B. Save button

C. Back button

Click the back button when you want to visit the back of the grant application.

D. Print a Copy

Print a copy for your records BEFORE submitting the application form.

E. Signature

Print the signature page at the end of the grant. You must sign and mail to Terrie Howe postmarked no later than September 10, 2010, 4:30 p.m.

Terrie Howe, LSTA Program Coordinator
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
PO Box 7841 Madison, WI 53707-7841

Category Type *Select only one grant category*

- Competitive Category
- Noncompetitive Category

Competitive Categories: *Select only one*

- Accessibility
- Digitization – Local Resources
- Digitization – Large Libraries
- Enhancing Use of Technology in Libraries
- JOBS: Search, Train, Support
- Literacy
- Multi-Type Library Collaboration

Noncompetitive Categories-Select only one

- Broadband Upgrade
- Delivery Services
- Joining Shared Automated Systems
- Public Library System Technology

General Information *Complete every item*

Applicant Library or System	<input type="text"/>
Project Administrator (<i>only one person</i>)	<input type="text"/>
E Mail Address	<input type="text"/>
Project Title	<input type="text"/>
Address Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Telephone Area/No.	<input type="text"/>
County	<input type="text"/>
System	<input type="text"/>
Federal Congressional District(s) Served by Project (No. 1-8)	<input type="text"/>
People Served by Project <i>Estimated</i>	<input type="text"/>
Federal Funds Requested	<input type="text"/>

LSTA PURPOSES *Check At Least One*

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- ☐ Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks
- ☐ Providing electronic and other linkages among and between all types of libraries
- ☐ Developing public and private partnerships with other agencies and community based organizations
- ☐ Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

NEEDS ASSESSMENT *Maximum Points: 15*

A. Needs

Describe the need or problem that generated this project. Include supporting documentation about your community, your library, and the clientele to be served by the project, including such information as demographic data (e.g., age, educational level, income level, literacy level, and disabilities), results of surveys, professional opinions, community input.

Special Needs projects should use the strategies from the *Adults with Special Needs or Youth with Special Needs* publication (<http://dpi.wi.gov/pld/special.html>)

B. Literacy Continuation Projects If this project is a continuation of a previous project(s) in the literacy category from 2008-2010, explain how this project differs from the previous project(s) and why it deserves additional LSTA funds.

C. Previous Literacy Projects (2008-2010 – Please list)

Year	<input type="text"/>
Title	<input type="text"/>
Purpose	<input type="text"/>
Year	<input type="text"/>
Title	<input type="text"/>
Purpose	<input type="text"/>
Year	<input type="text"/>
Title	<input type="text"/>
Purpose	<input type="text"/>

OBJECTIVES AND EVALUATION *Maximum Points: 30*

A. Describe the objectives of the project and how the results of the project will be measured to determine if needs of the targeted audience have been met. The results should reflect the impact of the project on the target audience, as well as on the library (libraries) involved. Objectives will be used as the primary elements in the final evaluation.

B. Indicate how the project purchases and activities will be evaluated. (Evaluating outcome examples can be located at the LSTA web page. (<http://dpi.wi.gov/pld/lsta.html>))

C. Indicate how activities or benefits from the project will continue after the LSTA funding period ends.

--

PLANNING & IMPLEMENTATION *Maximum Points: 30*

A. Include a list of activities (what will be done, when, how, by whom) within a monthly timetable.

B. Projects must indicate collaborating partners involved in planning and implementing the project. Please indicate the nature of the collaboration. All system special needs projects must list participating member libraries.

--

BUDGET *Maximum Points: 15*

Complete the following charts and narrative budget page. Include amounts for LSTA and local funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds. However, both local funds and LSTA funds for the project will be taken into consideration when evaluating the budget. Local funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include space, equipment, salaries, fringe benefits, supplies, and other related costs. Federal funds received by public libraries must be deposited with the library's municipality per s. 43.58(2), Wis. Stats. Federal audit requirements must be met. Enter amounts. *Round to nearest dollar.*

Category	Local Funds	LSTA Funds
Salaries and Wages	<input type="text"/>	<input type="text"/>
Library Collection	<input type="text"/>	<input type="text"/>
Contractual Services	<input type="text"/>	<input type="text"/>
Other Operating Expenditures (<i>travel, supplies, other</i>)	<input type="text"/>	<input type="text"/>
Capital Expenditures (equipment and other major nonrecurring expenditures)	<input type="text"/>	<input type="text"/>

Total Local Funds

--

Total LSTA Funds

--

BUDGET NARRATIVE

Outline the project budget in narrative form under the following categories. If both local and LSTA funds will be used, please specify by source within the categories. Explain how the various budget items are applicable to the proposed project.

A. Salaries, wages, and employee benefits

Indicate salaries, amount of time to be spent on the project for each employee, and the role of each employee in relation to the proposed project. Provide sufficient detail to assure that LSTA funding is not supplanting local funding.

B. Library Collection

Break out formats (item types), approximate number, average costs, and purpose of each format.

C. Contractual services

Indicate purpose for the consultant services, identify consultant (name or firm), and include the rate of pay, and type of service.

D. Other Operating Expenditures

Indicate number, purpose, and mileage for trips, and estimated expenditures; indicate specific expenses for supplies, office expenses, and purposes.

E. Capital Expenditures

Indicate type of equipment or other materials to be purchased, rented, or leased, average cost and purpose.

--

DISTRIBUTION OF FUNDS

If your grant involves distributing funds to libraries in any project, document here for each library receiving funds:

1. The library name and collaborating partner(s) if literacy or multi-type project
2. Amount of money distributed
3. How the funds will be used (i.e. on what will the library spend the funds?)
4. How the library will evaluate the usefulness of the project?
5. How your agency (applicant) will confirm that the funds were used as intended

--

ABSTRACT

Summarize your project proposal, using key points from the application form, e.g., overall purpose and major activities. (If your project is funded, this summary will be included on the LSTA website and made available upon request. While the Abstract is not specifically awarded points, reviewers award a maximum of **10 points** based on the overall merit of the project.)

--

CERTIFICATIONS

Signing this form certifies compliance with the statutes and regulations cited below.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; (d) have within a three year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

DRUG FREE WORKPLACE REQUIREMENTS

As required by the Drug Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug free workplace by: (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition; (b) establishing an ongoing drug free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;
(2) the grantee's policy of maintaining a drug free workplace;
(3) any available drug counseling, rehabilitation, and employee assistance programs; and
(4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction; (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant; (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law or other appropriate agency; (g) making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f). The applicants either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that: (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement. (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. State Programs 3 Issued 2/9/2006. (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

FEDERAL DEBT STATUS The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

NONDISCRIMINATION As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in federally assisted programs; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681 83, 1685 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance; (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in federally assisted programs.

INTERNET SAFETY (CIPA) PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

The library is either:

A. CIPA Compliant (The applicant library has complied with the requirements of Section 9134(f) (1) of the Library Services and Technology Act LSTA)

OR

B. CIPA requirements do not apply because LSTA funds are **NOT** being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

SIGNATURE

I, THE UNDERSIGNED, HEREBY CERTIFY that the 2010 project(s) will be the basis for the operation and administration for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Division for Libraries, Technology, and Community Learning requires. We will comply with the statutes and regulations cited above as required by the Institute of Museum and Library Services (IMLS).

Applicant Library or System

Project Title

Name of Principal Officer of Applicant Agency

Title of Principal Officer of Applicant Agency

Date Signed

Mailing Instructions

Print this page, sign, and return by mail. Envelope must be postmarked by **September 10, 2010**. Send signed page to:

Terrie Howe, LSTA Program Coordinator
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
PO Box 7841
Madison, WI 53707-7841

Back

Submit Application

[Table of Contents](#)

This form is included so that applicants can see the criteria used to rank the grant proposals.



Library Services and Technology Act (LSTA) Application Rating Form – for volunteer reviewers

PII 2435-B

The Institute for Museums and Library Services (IMLS) administers federal funds to state government agencies through LSTA 45.310. This is the online rating form used by subject experts to review competitive grants submitted to the Division of Libraries, Technology and Community Learning (DLTCL) within the Wisconsin Department of Public Instruction.

Instructions

- * Please answer all questions for each of the grants in your category.
- * Points must be awarded in whole numbers and according to the criteria within the LSTA Information and Guidelines 2011 and this application rating form.

Save button

Use this button if you do not have time to complete the rating form and need to return to finish. The **Save** button once clicked will open a page providing a **new customized link** with a message similar to the following (Your responses to the survey have been saved. Save the link to finish the survey at a later time.) Previous answers will be saved. **Bookmark** the new link so that you can return to your uncompleted application.

For Further Information Contact

Terrie Howe
Division for Libraries, Technology, and Community Learning
PO Box 7841
Madison, WI 53707-7841
teresa.howe@dpi.wi.gov



General Information

Reviewer	<input type="text"/>
Grant Applicant	<input type="text"/>
Application Number	<input type="text"/>
Project Title	<input type="text"/>

Category Choose One

- Accessibility
- Digitization – Local Resources
- Digitization – Large Libraries
- Enhancing Use of Technology in Libraries
- JOBS--Search, Train, Support
- Literacy
- Multi-Type Library Collaboration

Criteria

1. In your judgment does this project fit the LSTA category in which the applicant is applying for funds?

- ☐ Yes
- ☐ No
- ☐ Not Sure

If "no" or "not sure" was checked, explain reason.

Needs Assessment (15 Points Maximum)

2a Need for project clearly documented and convincing (0-10 pts.)	<input type="text"/>
2b Realistic progress can be made in addressing the need (0-5 pts)	<input type="text"/>
2c Total Needs	<input type="text"/>

Objectives and Evaluation (30 Pts. Maximum)

3a Objectives are clearly stated, based on desired results or outcomes, and appropriate to described need (0-15 pts.)	<input type="text"/>
3b Evaluation is clearly stated, measurable, and appropriate to the project (0-10 pts.)	<input type="text"/>

3c The project itself or the benefits of the project are likely to continue after the grant funding ends (0-5 pts.)	<input type="text"/>
3d Total Objectives and Evaluation	<input type="text"/>

Planning and Implementation (30 Pts. Maximum)

4a Activities of the project are clearly stated, including what will be done and how; are appropriate to the need described; and include marketing of special needs projects (0-10 pts.)	<input type="text"/>
4b Responsibility for implementation is assigned and includes relevant people and agencies (0- 5 pts.)	<input type="text"/>
4c Project timetable is realistic (0-5 pts.)	<input type="text"/>
4d Appropriate people and agencies, including potential users, were involved (0-5 pts.)	<input type="text"/>
4e Project is relevant to applicant's and state planning documents (0-5 pts.)	<input type="text"/>
4f Total Planning	<input type="text"/>

Budget (15 Pts. Maximum)

5a Budget is clearly stated and appropriate to the project (0-10 pts.)	<input type="text"/>
5b Budget complies with LSTA and grant category requirements (0-5 pts.)	<input type="text"/>
5c Total Budget	<input type="text"/>

Overall Merit (10 Pts. Maximum)

6a Overall concept and idea are worthwhile (0-10 pts.)	<input type="text"/>
--	----------------------

Total Points Total

Comments or Conditions for Awarding LSTA Grant

[Table of Contents](#)

This form is for informational purposes only. All awarded projects must complete the online form.



Library Services and Technology Act (LSTA) Six- Month Evaluation

Due Date: July 15, 2011, 4:30 p.m.

INSTRUCTIONS

Complete this online six month evaluation form by the date listed above.

A. Next button

Scroll down each page/section to click on the Next button. This will take you to the next page or section of the six month evaluation form.

B. Save button

Use this button if you do not have time to complete the evaluation and need to return.

C. IMPORTANT: Print a Copy

Print a completed evaluation copy for your records **BEFORE** submitting the six month evaluation form.

Contact Information

Terrie Howe, LSTA Program Coordinator

Phone No.: 608-266-2413

General Information

Project Title

Project Number

Library System or Other
Organization Administering Project

Person Completing Form

Telephone Area Code/No.

E Mail Address

Narrative

Briefly describe your progress on this project to date. Include any problems, etc. that have arisen.

[Table of Contents](#)

This form is for informational purposes only. All awarded projects must complete the online form.



Library Services and Technology Act (LSTA) Final Project Evaluation

PII 2441-B

Due Date: February 15, 2012, 4:30 p.m.

INSTRUCTIONS

Please complete this online final evaluation form by the date listed above.

A. Next button

Scroll down each page/section to click on the Next button. This will take you to the next page or section of the final evaluation form.

B. Save button

Use this button if you do not have time to complete the final evaluation and need to return.

For Further Information Contact

Terri Howe, LSTA Program Coordinator
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
PO Box 7841
Madison, WI 53707-7841
teresa.howe@dpi.wi.gov



General Information

Project Title	<input type="text"/>
Project Number	<input type="text"/>
Name of Library, System, or Other Organization Administering Project	<input type="text"/>
Project Category	<input type="text"/>
Person Designated as Administrator of Project	<input type="text"/>
E mail Address	<input type="text"/>
Person Completing Form	<input type="text"/>
Telephone Area/No.	<input type="text"/>
E mail Address	<input type="text"/>
Total Federal Funds Awarded	<input type="text"/>
Total Federal Funds Used	<input type="text"/>
Estimated Number of People Served by this Project	<input type="text"/>
Date Submitted <i>Mo./Day/Yr.</i>	<input type="text"/> <input type="text"/> <input type="text"/>

Evaluation of Objectives

- List the application objectives and any changes from the original grant proposal.
- Summarize project activities, expenditures, and accomplishments.
- Document fund use and outcomes for each library if your grant involved distributing funds to member libraries.

Continuation Plans

What plans, if any, have you made for follow-up or continuation of this project?

Comments

- Did you encounter any problems while implementing this project that would make it difficult to implement elsewhere?
- Do you think things could be done to make projects like this one more successful ?